SHEBOYGAN AREA
SCHOOL DISTRICT

Tuesday, November 11, 2025
Time: 6:30 p.m. – 6:45 p.m.
CHAIR: Ms. Hibl
MEMBERS: Ms. Donohue, Vice Chair
Ms. Robbins
Ms. Boehmer
(a quorum of the Board may be present)

Note: This meeting will be held in the Superintendent's Conference Room.

**Starting/ending times may vary*

The Human Resources Committee meeting will be held in the Superintendent's Conference Room, 3330 Stahl Road, Sheboygan, Wisconsin on **Tuesday, November 11, 2025, at 6:30 p.m.** The following items will be presented for consideration at that time:

Please note that some Board members may be participating in this Board meeting via teleconference or other remote access technology. Members of the public who attend the meeting will be able to hear any open session dialogue between such members and the Board members present in the Superintendent's Conference Room.

REPORT TO THE HUMAN RESOURCES COMMITTEE
AGENDA

2 min. **1. APPOINTMENTS – Ms. Jami Hintz** (Confirming Action)

The administration recommends the following appointments be confirmed:

COOK			
Latricia Trotter	South High	October 28, 2025	$15.57 per hour
CUSTODIAN			
Moses Wilke	Madison	November 03, 2025	$19.98 per hour
EDUCATIONAL ASSISTANTS			
Aaron Covey	Jackson	October 28, 2025	$18.20 per hour
Ashley Phillips	Jackson	November 03, 2025	$18.80 per hour
Jennifer Smith	ASPIRE	October 20, 2025	$25.74 per hour
Therese Weaver	Wilson	November 03, 2025	$18.00 per hour
ELECTRICIAN			
Andrew Thimmig	District-Wide	November 04, 2025	$35.00 per hour

1 min. **2. LEAVE OF ABSENCE – Ms. Jami Hintz** (Action)

The administration recommends the following request for a personal leave of absence without compensation be approved:

Kevana Ruffin	Educational Assistant	Longfellow	October 27, 2025 – December 18, 2025

3 min. **3. SEPARATIONS – Ms. Jami Hintz** (Information)

The following separations have been granted:

Christina Flores	Cook	Cooper	October 10, 2025
Jill Hirschmann	Educational Assistant	Jefferson	October 10, 2025
Sondra Kallman	Educational Assistant	Wilson	October 22, 2025
Ana Maria Pabayos	Teacher	South High	October 31, 2025

David Smith	Carpenter	Facilities	October 30, 2025

1 min. **4. RETIREMENTS – Ms. Jami Hintz** (Action)

The administration recommends that the following requests to retire be granted and that the employees be recognized for their years of service per board policy.

Vicki Rautmann	Educational Assistant	North High	10.25 years of service
Thomas Resch	Custodian	Recreation Department	25.25 years of service
Sarah Resch	Educational Assistant	Sheridan	28.25 years of service

1 min **5. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 1130 – ETHICS AND CONFLICT OF INTEREST – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 1130 – Administration; Ethics and Conflict of Interest

1 min. **6. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3230 – ETHICS AND CONFLICT OF INTEREST – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 3230 – Professional Staff; Ethics and Conflict of Interest

1 min. **7. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4230 – ETHICS AND CONFLICT OF INTEREST – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 4230 – Support Staff: Ethics and Conflict of Interest

1 min. **8. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3214 – STAFF GIFTS – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 3214 – Professional Staff; Staff Gifts

1 min. **9. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4214 – STAFF GIFTS – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 4214 – Support Staff; Staff Gifts

1 min. **10. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3281 – PERSONAL PROPERTY OF STAFF MEMBERS – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 3281 – Professional Staff; Personal Property of Staff Members

1 min. **11. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4124 – LETTER OF REASONABLE ASSURANCE – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 4124 – Support Staff; Letter of Reasonable Assurance

1 min. **12. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 8120 – VOLUNTEERS – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 8120 – Operations; Volunteers

Book	Policy Manual
Section	1000 Administration
Title	ETHICS AND CONFLICT OF INTEREST
Code	po1130*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	June 28, 2022

1130 - **ETHICS AND CONFLICT OF INTEREST**

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and the District's administrative employees, officers, and agents, and is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines that are designed to avoid the occurrence of appearance of any conflicts of interest. These guidelines apply to all administrative employees, officers, and agents, including members of the Board. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all administrative employees, officers, and agents. Administrative employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest, or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

A. No administrative employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, administrative employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds $15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.

B. Administrative employees shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.

C. Administrative employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

   Included, by way of illustration rather than limitation are the following:

   1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from, and in addition to, regular support provided to students as part of the administrator's regular duties;

   2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;

   3. the use, sale, or improper divulging of any privileged information, ~~through his/her access to School District records,~~ about a student or client~~, gained~~granted in the course of the ~~administrative~~ employee's, officer's, or agent's employment or professional relationship with the School District through their access to School District records;

4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;

5. the requirement of employees, students or clients to purchase any private goods or services provided by an administrative employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the administrative employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.

E. Administrative employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

F. ~~Administrative employees, officers, and agents cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in, or a tangible personal benefit from, a firm considered for a contract.~~Administrative employees, officers, and agents shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit, or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

   Administrative employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

G. Administrative employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

   The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

H. Administrative employees, officers, and agents found to be in violation of this conflict of interest policy will be subject to discipline in accordance with Policy 3139 - Staff Discipline.

In the event that, within the course of administering a Federally-funded grant program or service to the District, an administrative employee identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the administrative employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an administrative employee to otherwise use ~~his/her~~the employee's public position to obtain a financial gain or anything of substantial value for ~~himself/herself~~oneself or ~~his/her~~the employee's immediate family, as defined in 19.42(7), Wis. Stats.

Revised 4/23/19
Revised 7/28/20
Revised 8/24/21

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Legal	19.42(7), 19.59, 946.13, Wis. Stats. 2 C.F.R. 200.12, 2 C.F.R. 200.113, 2 C.F.R. 200.318 7 C.F.R. 3016.36(b)(3) and 7 C.F.R. 3019.42

Book	Policy Manual
Section	3000 Professional Staff
Title	ETHICS AND CONFLICT OF INTEREST
Code	po3230*jrm
Status	First Reading
Adopted	February 23, 2016
Last Revised	June 28, 2022

3230 - **ETHICS AND CONFLICT OF INTEREST**

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members and the District's employees, officers, and agents is essential to the Board's commitment to earn and keep the public's confidence in the School District.

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A. No professional employee, officer, or agent shall engage in or have a personal or financial, or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, professional employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13 Wis. Stats. by having a private pecuniary interest in an amount that exceeds $15,000~~.~~, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.

B. Professional employees, officers, or agents shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.

C. Professional employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

   Included, by way of illustration, rather than limitation are the following:

   1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the professional staff member's regular duties;

   2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;

   3. ~~the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records~~the use, sale, or improper divulging of any privileged

information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through their access to School District records;

4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;

5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.

E. Professional employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

F. Professional employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

   Professional employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

G. Professional employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

   The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

H. Professional employees, officers, and agents found to be in violation of this conflict of interest policy will be subject to discipline in accordance with Policy 3139 - Staff Discipline.

In the event that, within the course of administering a Federally funded grant program or service to the District, any professional employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

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Revised 4/23/19
Revised 7/28/20
Revised 8/24/21

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Legal	19.42(7), 19.59, 946.13, Wis. Stats. 2 C.F.R 200.12 7 C.F.R. 3019.42 2 C.F.R. 200.113 2 C.F.R. 200.318 7 C.F.R. 3016.36(b)(3)

Book	Policy Manual
Section	4000 Support Staff
Title	ETHICS AND CONFLICT OF INTEREST
Code	po4230*jrm
Status	First Reading
Adopted	February 23, 2016
Last Revised	June 28, 2022

4230 - **ETHICS AND CONFLICT OF INTEREST**

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A. No support employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, support employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13 Wis. Stats. by having a private pecuniary interest in an amount that exceeds $15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.

B. Support staff employees, officers, or agents shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.

C. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

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D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the support employee's supervisor and will be disclosed to the District Administrator **before** entering into any private relationship.

E. Support employees shall not make use of materials, equipment, or facilities of the School District for their own personal gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

F. Support employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

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Revised 4/23/19
Revised 7/28/20
Revised 8/24/21

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Legal 19.42(7), 19.59, 946.13, Wis. Stats.

2 C.F.R. 200.12

2 C.F.R. 200.113

2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3)

7 C.F.R. 3019.42

Book	Policy Manual
Section	3000 Professional Staff
Title	STAFF GIFTS
Code	po3214*jrm
Status	First Reading
Adopted	October 22, 2013

3214 - **STAFF GIFTS**

~~The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.~~

~~Based on the foregoing premise, it is the policy of the Board that professional staff members may accept gifts of nominal value from students or parents.~~

~~Individual gifts from the professional staff member to each student are discouraged. It is suggested that if a professional staff member wishes to give a gift, s/he may do so as a gift to the classroom, for example, library books or other educational resources for the class.~~

~~The District Administrator may approve acts of generosity to individual staff members in unusual situations.~~

~~Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.~~

The Board generally discourages the presentation of gifts to staff members by students and their parents to avoid the appearance of favoritism and to avoid the embarrassment of students who are unable or whose parents are unable or unwilling to provide professional staff with gifts.

Teachers may accept only gifts of nominal value (the amount as defined in Policy 1130/Policy 3230 - Ethics and Conflict of Interest) from students and their parents, or token items often distributed by companies through their public relations or marketing programs. Other gifts must be declined for compliance with this policy.

It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, or beverages that are provided in connection with a conference sponsored by an established or recognized educational organization, or as may be approved by the District Administrator.

Gifts that are intended for the benefit of the District shall be referred to the District Administrator for proper processing in accordance with Policy 7230 - Gifts, Grants, and Bequests.

The District Administrator may approve acts of generosity to individual staff members in special situations.

Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of recognition gifts to members of the staff who have rendered service for a period of time.

HR Attach 9

Book	Policy Manual
Section	4000 Support Staff
Title	STAFF GIFTS
Code	po4214*jrm
Status	First Reading
Adopted	October 22, 2013

4214 - **STAFF GIFTS**

~~The Board of Education considers the presentation of gifts to support staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.~~

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~~The District Administrator may approve acts of generosity to individual staff members in unusual situations.~~

~~Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.~~
The Board generally discourages the presentation of gifts to staff members by students and their parents to avoid the appearance of favoritism and to avoid embarrassment of students who are unable or whose parents are unable or unwilling to provide support staff with gifts.

Teachers may accept only gifts of nominal value (the amount as defined in Policy 4230 - Ethics and Conflict of Interest) from students and their parents, or token items often distributed by companies through their public relations or marketing programs. Other gifts must be graciously declined for compliance with this policy.

It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, or beverages that are provided in connection with a conference sponsored by an established or recognized educational organization, or as may be approved by the District Administrator.

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The District Administrator may approve acts of generosity to individual staff members in special situations.

Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of recognition gifts to members of the staff who have rendered service for a period of time.

Book	Policy Manual
Section	3000 Professional Staff
Title	PERSONAL PROPERTY OF STAFF MEMBERS
Code	po3281*jrm
Status	First Reading
Adopted	February 23, 2016
Last Revised	November 30, 2023

3281 - **PERSONAL PROPERTY OF STAFF MEMBERS**

Employees may bring personal property, including personal communication devices, to school either for reasons associated with ~~professional~~employment responsibilities or for use during off-duty time (see Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices).

The owner of the personal property bears all responsibility and assumes all risk for loss, damage, or misuse of said personal property while it is on ~~Board~~District property. Administrators are authorized to direct employees to remove inappropriate personal property from District premises.

T.C. 11/30/23

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Book	Policy Manual
Section	4000 Support Staff
Title	LETTER OF REASONABLE ASSURANCE
Code	po4124*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	February 23, 2016

4124 - ~~**LETTER**~~**NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT**

~~Support~~Prior to the conclusion of each school year, support staff employed in instructional year positions~~less than year-round positions~~ shall be ~~issued~~notified, in writing, ~~a letter~~ of reasonable assurance of continued employment for the subsequent school year ~~or term~~ when such employment is anticipated.

A school year employee of an educational institution who performs services other than in an instructional, research, or principal administrative capacity is ineligible for benefits based on such services for any week of unemployment which occurs during a period between two (2) successive academic years or terms if the school year employee performed such services for any educational institution in the first such year or term and there is reasonable assurance that the employee will perform such services for any educational institution in the second such year or term.

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Legal 108.04 (17)(d), Wis. Stats.

Book	Policy Manual
Section	8000 Operations
Title	VOLUNTEERS
Code	po8120*jrm
Status	First Reading
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Last Revised	February 27, 2024

8120 - **VOLUNTEERS**

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The District Administrator shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Board members and any other individuals who volunteer to work in the schools must submit to a criminal history records and background check befoe being allowed to participate in any activity or program.

~~Any volunteer who works with or has access to students shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.~~

A Board member may serve as a volunteer bus driver for the District if the provisions of 120.20, Wis. Stats., and the policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)

Each volunteer:

A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;

B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;

C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of their volunteer services;

D. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

The District Administrator shall ~~also ensure that~~be responsible for informing each volunteer ~~is properly informed~~ of the District's appreciation for ~~their~~ the volunteer's time and efforts in assisting the operation of the schools.

Policy 9800.01 - Veterans as Classroom Volunteers outlines veteran volunteer's requirements for recognition from the District and the Wisconsin Department of Veterans Affairs.

T.C. 12/21/21

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Legal 120.20, Wis. Stats.